

Collection: 2017-04-26, Group
(enter GroupIdentifier above and in the footer)

Course: Hum 118 (Folklore in Contemporary Life)

Instructor: Dr. David Engle

Semester and Year: _____ / _____

Total Number of Released Items:

Collectors and number of released items:

Collector A:

Collector B:

Collector C:

Collector D:

Collector E:

Certain Restrictions?

No: (If no restrictions are listed, it is assumed there are none.)
Yes:

Contents to include and their order:

[each bulleted part starts on a new page; use the same order as above]

- The Vetting Sheet
- Collection Cover Sheet *[this one]*
- Collectors' Release Form: - Release for credit, Restrictions

- Each individual Collector's part *[keeping each one's things together]* in order:
 - Collector A's Profile, Informants' Release Forms, and "Items"
 - Collector B's Profile, Informants' Release Forms, and "Items"
 - Collector C's Profile, Informants' Release Forms, and "Items" and so forth...

- Master List and Index

Numbering and general directions:

Pick ONE name from your group as the Group Identifier to use in the id numbers (see below). Groups should be 4 persons; if necessary, groups could be 5 or 3 persons with permission of instructor. Be sure to enter the names of ALL the members of your group, irrespective of whether they did any work or not.

Fill in the Collection Group Identifier Numbers in various places, including the footers and in the Collector Profiles, so that when you print them out, everything will number automatically. You might have to make different “docs” in order to make the footers work right.

Be sure to fill out the Collector Profiles, and take the time to critique each other’s efforts, so as to make a better collection. Be sure to critique all items, so as to make a better collection, and make sure there are no duplicate item numbers!

Each collector **must have** at least 3 items, and they must be released (signed, in ink) in order to count for credit. One Informant’s Release Form for each Item.

Collection ID Number:

The Collection Group ID Number is like the “call number” in the library, and thus each collection has to have a unique number, and each section and page of that collection has to bear this same number on every section, page, item or object.

The Collection ID Number consists of

- The **date** (in form of yyyy-mm-dd) on which the Collection Project is due.
- The word “**Group**” since the collections are group projects
- And a **name** (use the name of **one** individual group member for **all** the items, do NOT use the names of other collectors or of an informant (it is unimportant WHICH individual name you use, just use it consistently on ALL the pages!). Bold (or underline) the last name! Last name goes first! This will be your “group identifier”.

For instance: if your collection were to be due May 16, 2010, and your group decided to use Mary Gomez’ name, your Collection ID Number would be:

2010-05-16, **Group Gomez**, Mary.

Everywhere, on the Master List, the Release Forms and on the Items themselves, you will use the same ID number, EVEN IF Mary is NOT the collector of that particular item. Number the individually collected Items sequentially: 1, 2, 3, etc.:

2010-05-16, **Group Gomez**, Mary, #1

2010-05-16, **Group Gomez**, Mary, #2

2010-05-16, **Group Gomez**, Mary, #3

Label the “Master List and Index” as “Master List” and not as a number, for instance

2010-05-16, **Group Gomez**, Mary, Master List

Label the Cover pages, the Collectors’ Release Forms, the Collectors’ Profiles all with “#0” thus:

2010-05-16, **Group Gomez**, Mary, #0

See the Collection Guide for further information and for grading policies concerning entire collection projects.